

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 10-61

May 17, 2010

To: All Regional Directors, Officers-in-Charge,  
and Resident Officers

From: Richard A. Siegel, Associate General Counsel

Subject: Using MyNLRB Barcodes to Scan Directly to Electronic Case Files

In September 2009, field offices received new Kodak scanners and software that allow users to create a barcode that direct scanned documents from their Kodak scanners to NxGen, or to the user's personal network directory.

In OM 10-53, Electronic Case Files (April 23, 2010), we provided a brief summary of our expectations for the establishment and maintenance of electronic case files. In that memorandum, we advised that we would be deploying a new scanning process that will allow users to create case folders and action sub-folders through the use of a barcode. This memorandum provides an explanation of that procedure, which will be deployed during the week of May 17, 2010.

**Using the MyNLRB ECF Barcode:**

Regional users will select the Barcode tab on [MyNLRB.gov](http://MyNLRB.gov) and chose the option to create a barcode for the Electronic Case File (ECF). This is similar to the process currently used for creating a barcode to scan directly to the user's personal (G:) drive files. Users will continue to have the option of creating a barcode to scan directly to their personal drives.

The new barcode process will closely mimic the process used to scan documents directly into NxGen. The user will select the case number and identify the type of document by prefix. The system will automatically limit the action sub-folder available to the user based on the type of document selected. The user then will enter the document title and verify certain attributes of the document as described below. The user will then generate and print the barcode.

When the Region scans the initial charge or petition using the barcode, the new process will automatically create a case folder named by the case number (for example, 01-CA-1123456). In addition, the process will create a Regional Determination action sub-folder and place the scanned charge into that folder. Every subsequent document pertinent to the case can be uploaded into an appropriate folder pursuant to OM 10-53, or can be scanned using the barcode directly into the existing folder. If a barcode scanned document requires a new action sub-folder, the process will create the action sub-folder automatically. The new process will employ two new master folders on the Region's common (H:) drive. These folders will be named XX C Cases and XX R Cases. For example, the master folders in Region 1 will be called 01 C Cases and 01 R Cases, while the folders in Region 25 will be 25 C Cases and 25 R Cases. We chose these names to bring the folders close to the top of the Region's list of file folders on the common drive. These master folders will be created with the first charge and petition scanned using the new barcode process.

We believe this process will greatly enhance the Regions' electronic case file efforts, making file creation and placement of documents within the files much easier.

We realize, however, that the creation of new master files for C Cases and R Cases may cause Regions some confusion. We originally hoped to use the master files Regions had already created. In our review of Regions' electronic case files, however, we discovered that several Regions did not adopt the recommended master file structure we outlined in OM 07-55. We determined that it would not be practical to adapt the scanning process to meet each Region's specific choice of master file names or to require each Region to change its existing file names to match the standard. Our plan, therefore, is to start fresh in each Region with new master files and a common method of creating new files.

Regions may choose to leave their existing electronic case files in their present position. This will allow Regions to continue to take advantage of any links previously created. As long as the documents in these files are appropriately named and are placed in action folders, OCIO assures us that they can be migrated into NxGen when we deploy in calendar year 2011. Regions may also choose to move their existing files into the new master folders. Regions should be careful, however, to ensure that they have named the files correctly before moving these folders.

#### **Additional Document Data Fields:**

In addition to document type and action name, the ECF Barcode will require users to verify additional information about the document being scanned. This document "metadata" will be useful in completing migration into NxGen. The new metadata fields are:

1. Participant Type – Who submitted the document
2. Visible – Who may view this document
3. Editable – Who may edit this document
4. Sensitive PII – Does the document contain Sensitive Personal Identifying Information?
5. Filed Date – When did the Region create or receive the document

**1. Participant Type:** This field identifies the source of the document. This field will default to "NLRB-GC." The user can select from a drop-down list of other party types (Charging Party, Charged Party, Petitioner, etc.)

**2. Visible:** This field will govern who can view the document once it is migrated to NxGen. While the document is in the Regional ECF, only individuals with access to the Region's common drive will be able to view the document. The default value for migration purposes will be "Side."

<b>Value</b>	<b>Who can see the document</b>
<b>Office</b>	Everyone in the Region
<b>Task</b>	Everyone in the Region (same as Office for Field purposes)
<b>CaseHQ</b>	Everyone in the Region Plus GC Headquarters Offices
<b>Side (ECF Default)</b>	Everyone on the GC Side
<b>NLRB</b>	Everyone in the NLRB

**3. Editable:** This field will govern whether the document can be changed once it is migrated into NxGen. The default value is “Read Only” for scanned documents.

**4. Sensitive PII:** This field indicates whether the document contains Sensitive Personal Identifying Information. The NLRB classifies Sensitive Personal Identifying Information as **an individual’s name** in combination with **one or more** of the following:

- Date of birth
- Place of birth
- Social Security number
- Driver’s license number
- Financial account number
- Credit or debit card number

We are taking steps to ensure that Sensitive PII is adequately protected in NxGen. In order to ensure that this information is protected, we first must identify the information for migration purposes. As most case file documents will not contain Sensitive PII, this field will default to “No.”

**5. Date Filed:** This field refers to the date the document is created or received by the Region. The default value will be the date the barcode is created. The user may change this date by clicking in the field and selecting a date from the calendar or simply by typing in a new date.

#### **E-Mail Notifications:**

After the user generates an appropriate barcode and the document is scanned, he/she will receive an e-mail confirmation of the scan that contains a direct link to the document. Regions may find it helpful to copy and paste these links into FIRs and agenda minutes, a best practice noted in OM 10-53.

#### **Training:**

We are conducting training sessions on how to use the Electronic Case File Barcode with the Region’s “NxPerts” this week. Training materials have been posted on the Operations’ Electronic Case File page on the Surfboard. We urge all offices to conduct training sessions with their respective staffs.

We hope this will assist Regions in creating and maintaining their electronic case files in preparation for NxGen. Please consult your AGC or Deputy if you have further questions.

/s/

R.A.S.

Attachment

cc: NLRBU